

MEDINA CITY SCHOOLS

SUPPORT STAFF

Attendance Incentive Verification Form

Accepted Absences: Vacation, Jury Duty, Professional Leave, Union Leave

Any part of a day counts as a day of absence. For example, a ¼ day of sick leave would count as one day of absence for purposes of attendance incentive awards.

Name _____ SS# _____

Building _____ School Year _____

I verify that I should receive the attendance incentive in one of the following categories:

_____ Perfect Attendance (\$250)

_____ One Day of Absence (\$150) Date: _____

_____ Two Days of Absence (\$100) Dates: _____

_____ Three Days of Absence (\$50) Dates: _____

Signature _____ Date _____

This form is due to your building principal / department supervisor by June 30.

I verify that this form was turned in by the appropriate deadline.

Administrator _____ Date _____

Administrators: Please note that this form must reach payroll by the paperwork deadline for the last July payroll (refer to current year payroll calendar). Pony mail is only delivered every 14 days in July. Hand delivery of completed forms may be necessary to comply with contractual payment deadline of July 31.

For office use only: Account Code: 001 2990 147 900 NO to Retirement

_____ Approved Date _____ By _____

_____ Disapproved (Reason): _____

Comments: